



# The Friends of Ditcham Park School

Ditcham Park School, Ditcham Park, Petersfield, Hampshire, GU31 5RN

[www.friendsofditchampark.com](http://www.friendsofditchampark.com); Tel: 01730 825659

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## MINUTES OF THE FDPS MEETING

Held on, 8<sup>th</sup> March 2018 at 7.00pm at Ditcham Park School

### *Present (Committee):*

Tess Hall (TH) (Chair), Denise Allen (DA) (Treasurer), Sue Hughes (SH) Leanne Brett (LB), Natasha Beckley – from 7.30pm (NB), Anna Potter (AP), Fiona Perkins (FP), Jaime Palmer (JP)

*Apologies:* Lisa Samson (LS) (Vice Chair), Helen Parrott (HP) (Teacher Rep and Secretary), Mark Philips (MP) (Teacher Rep), Selena Barber (SB), Penny Slight (PS) Katrina Sarti (KS), Claire Falla (CF)

Agenda Item	Discussion Point / Action	By Whom
1	Apologies – as listed above	
2	Minutes of the meeting on 11.01.18 to be passed Proposed by Denise Allen, Seconded by Sue Hughes	
3	<p>Matters Arising from minutes 11.01.18</p> <ul style="list-style-type: none"> <li>- Class money – group confirmed annual awards are not for every year just Reception, Uppers and Form 5 (Senior Prom)</li> <li>- School bibs – LB investigating cost – looking for a “one stop shop” Leanne working with Richard Howard.</li> <li>- School plan for House “big items” – Denise has reminded RH who apologises not completed yet, hopefully for next committee meeting.</li> <li>- Jumping Jacks – booked for Christmas Fayre and deposit paid. TH</li> <li>- Promotion of Barn Dance – dealt with in agenda item 7</li> <li>- Easter Eggs – dealt with in agenda item 8</li> <li>- Hallowe’en – HP has added to School calendar.</li> <li>- Website – update committee members – DA has updated website with names and photos of some; waiting for more photos of missing committee members – update as received</li> <li>- Name Badges – update by School office being organised by HP to be confirmed by HP.</li> <li>- Noticeboards need updating. DA to produce posters for Easter, Royal Bingo and Ditcham 5/10K run. TH and DA to update noticeboards if SB not available.</li> </ul>	<p>LB/RH</p> <p>DA/RH</p> <p>AP/DA</p> <p>HP</p> <p>DA SB/TH</p>
4	<p>Treasurer’s Report</p> <p>Currently in the bank £10,959 available to spend, including known commitments and the £3000 cash buffer.</p> <p>Barn Dance a fabulous evening; broke even which is better than we had feared, with the raffle proceeds of £160. Bar proceeds not included, DA to check figures with CF</p> <p>Knockout Challenge – had not cashed the original June 17 cheque (£2256)</p> <p>DA confirmed she and HP had visited HSBC and cancelled the cheque in</p>	DA/CF



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	<p>person, and reissued a replace. This has been received and receipted by supplier.</p> <p>Bids paid: Skywatcher Telescope has arrived at School and used for a very successful evening of after school star-gazing. School purchased the item and have been reimbursed. World Book Day author had visited the school the prior week and paid direct by FDPS.</p> <p>Had a request from MP before the meeting, on behalf of 5<sup>th</sup> form parents regarding Seniors prom; asking if FDPS would be happy to increase the annual donation (currently £500). Group discussed and decided to increase the allowance to £600 per year. DA to advise School (MP).</p> <p>Later in the meeting NB asked (as mum of a 5<sup>th</sup> former) how the money would be paid/receipted. DA advised she would pay the £600 cheque in favour of a nominated parent who could receipt it and then distribute as agreed with the 5<sup>th</sup> form year group.</p> <p>Juniors Disco (annual allowance) – confirmed at £200 per annum.</p>	DA
5.	<p>GDPR regulations (data protection) DA</p> <p>GDPR regulation starts on 25 May 2018 group had a follow on conversation from last meeting. It was noted that it is important that we ask the Buddies to comply with the requirements, to include care of data held, retention periods and reasons for holding and processing data.</p> <p>It was suggested that nominated members of FDPS attend as representatives at School Inset Day GDPR workshop (TH/DH?) and it was suggested that committee members bring shredding to school periodically for disposal.</p> <p>Additionally it was suggested each member of committee is provided with a bullet point guidance sheet and signs to confirm receipt of information and agreement to comply.</p>	TH/DH?  DA
6.	<p>Bids</p> <p>None received.</p> <p>LB mentioned she had heard there might be a bid coming from Transition for “old fashioned/classic” play items, however there is concern where these items will be stored. LB to follow up with Transition teachers to see if this bid can be prepared for next meeting.</p>	LB
7	<p><b>Barn Dance feedback</b></p> <p>DA – Great evening, lots of fun</p> <p>TH – decorating team did a great job</p> <p>SH – band were outstanding</p> <p>TH – catering was good; SH – portion control was not good for those at the end of the queue salads were gone and should have been</p>	



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	<p>replenished. If we use supplier again, make sure he brings more supplies.</p> <p>DA – ND passed on that some parents thought children should have been included as the event was held in school, and would be more appropriate for an adult’s only event when in a venue such as the Tithe Barn. It was agreed that you cannot please everyone all of the time!</p> <p>TH – mentioned Graham Spawforth feedback, that the event was a great ice breaker.</p>	TH
8	<p>Easter Event</p> <p>Confirm date with School and time, advise TH and LB (also delivery and storage arrangements)</p> <p>HP to ask her son to be the Easter Bunny (please)</p> <p>TH- has purchased Seniors eggs</p> <p>LB – going to buy Juniors eggs this weekend</p> <p>TH – to buy gluten free and dairy free eggs</p>	<p>HP</p> <p>HP</p> <p>LB</p> <p>TH</p>
9	<p>Ditcham 5k and 10k Run (29 April)</p> <p>Run – April 29<sup>th</sup> – LS and CF had previously agreed to organise refreshments. TH, LB will be available to help, DA on water station.</p> <p>FP to talk to external caterer Four Fillies (teas/coffees/cakes) for details of offer and price as an alternative.</p> <p>DA to confirm details of times of the event with organiser Rural Running and how many marshalls are needed.</p>	<p>DA</p> <p>TH/LB/LS/CF</p> <p>FP</p> <p>DA</p>
10	<p>Open Morning (12 May) and refreshments</p> <p>TH reported LS not available, TH to arrange rota, LB can help with rota</p> <p>Other volunteers welcome (not discussed at meeting, but also with FDPS stand at Open Morning) SH can help. SB may help, TH to ask</p>	<p>TH/LB</p> <p>TH</p>
11	<p>Royal Wedding Bingo – Friday 18<sup>th</sup> May 6.30pm for 7pm start</p> <p>Confirmed to be instead of the May Fayre – as each Saturday in May is unavailable due to BH/School Open Day and Royal Wedding/Football clashes.</p> <p>Committee agreed Bingo was preferred choice of event.</p> <p>TH has details of last bingo night and she has started making notes on arrangements from the last event. All agreed this was the best plan</p> <p>Poster – DA to prepare with information provided by TH for pricing details etc.(also Easter, Ditcham Run) AP to put this and booking form on website.</p> <p>Catering – DA to talk to School Chef to see if they will make up batches of Chilli and Nachos. TH to buy veggie chilli unless chef will make a batch.</p>	<p>DA</p> <p>AP</p>



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	<p>Claire and Colin to do the bar if agreeable. DA to get TENS licence. Heads &amp; Tails and Piggy Bank games – agreed to do again.</p> <p><b>Sub-Committee meeting Wednesday 21st March – at Red Lion 7pm</b> ALL WELCOME</p>	<p>DA/TH</p> <p>CF DA</p>
12	<p><b>AOB</b> <b>Prom</b> – NB asked for value of donation which had been discussed earlier in the meeting before NB arrival. Confirmed increase to £600. NB asked if there are items available to use in the cellar. NB would like to access the cellar to check; to be arranged with TH/NB</p> <p><b>After School Events</b> – JP asked can we organise (or sponsor) an after school event for children? After discussion, group to consider some ideas for next year – discuss at next committee meeting. (EG: ceramicist for Mothers Day next year?)</p> <p><b>Ditcham After Dark</b> – Committee discussed whether or not do hold this year. Concerns about cold and weather problem. After discussion it was agreed to not hold until June 2019 earliest and to run alongside a Family Fun Sports Evening if the School is willing to arrange as before, it was felt this worked well. TH to ask GS if he would support and ask PE department. Consideration of a film evening alongside for those who don't want to get involved in sports – there was a Bat walk last time</p> <p><b>Hallowe'en</b> Thursday 18<sup>th</sup> October confirmed date. TH has booked the entertainer – this year will be the same entertainer as last year but he has an alternative set this time. As no alternative organiser has come forward, TH is happy to organise. JP to shadow TH on this one, ideally to take over in the future. Party bags contents discussed.</p>	<p>TH/NB</p> <p>ALL</p> <p>TH</p> <p>TH/JP</p>